



ZONING VERIFICATION/COMPLIANCE LETTER REQUEST FORM

Incomplete applications will not be accepted.

Request Type (Please indicate the nature of your request, refer to the attachment for information/clarification)

- ☐ **Zoning Verification** (Process time: 3 working days) (fee: \$50 per parcel #)
☐ **Zoning Compliance** (Process time: 10 working days) (fee: \$150 per parcel #)

1. Applicant: _____

Mailing Address: _____

Phone #: _____ Fax #: _____ Email Address: _____

2. Alternate Contact: _____

Mailing Address: _____

Phone #: _____ Fax #: _____ Email Address: _____

Address letter to: _____ Applicant _____ Alternate Contact

How would you like to receive the letter? ☐ US Mail ☐ Email ☐ Fax ☐ Other _____

3. Project Location/Information:

Assessors Parcel Number (s): _____

Pinal County Parcel Search Link: <http://pinalcountyaz.gov/Departments/Assessor/Pages/ParcelInfoSearch.aspx>

Parcel Address/Location: _____

Existing Land Use Conditions:

- ☐ Residential (Single Family) ☐ Residential (Multi-Family) ☐ Commercial ☐ Industrial ☐ Vacant Land
☐ Other _____

Description (briefly describe all existing uses, structures & their sizes): _____

4. Additional Information Required for Zoning Compliance (if applicable):

Year Built: _____

Other Pertinent Information: _____

I/we understand that if it is determined that the application is not complete, the City shall immediately reject and return the application and identify in writing what is needed to make the application complete.

I/we agree that City of Casa Grande staff may enter upon the subject property at any reasonable time to conduct a site inspection, which may include taking photographs.

Signature of Applicant: Date: _____

Name of Applicant Date: _____

CITY INTAKE:

Date Logged In: _____ Intake Staff: _____

Fee Receipt # _____ Assigned Planner: _____

Date Application Accepted: _____ Date Letter Written: _____

ZONING VERIFICATION/ZONING COMPLIANCE Request Information

OVERVIEW		
<p><u>HELPFUL HINTS</u></p> <ul style="list-style-type: none"> ▪ Use the application form provided. ▪ Make sure the property is located in the City of Casa Grande city limits prior to requesting a letter. ▪ Make sure to include payment with your submittal. 	<p>What is a Zoning Verification Letter?</p> <p>A zoning verification letter is a document provided by the City to verify the current zoning of a site along with an indication of whether the current use is permitted.</p> <p>What type of information is provided in a Zoning Verification Letter?</p> <p>The zoning verification letter provided will contain the following information:</p> <ul style="list-style-type: none"> ▪ Current zoning and use (s) of the property (ies). ▪ A determination as to whether the current use is: <ol style="list-style-type: none"> 1. <i>Permitted</i> 2. <i>Illegal/non-permitted</i> 3. <i>Legal non-conforming</i> 	<p>What is a Zoning Compliance Letter?</p> <p>A zoning Compliance Letter is a document provided by the City that covers the information provided in a zoning verification letter, as well as any information confirming whether or not the site and or buildings on the property (ies) are in compliance with all City codes and standards. <u>The Zoning compliance letter also includes a site inspection to verify code compliance.</u></p> <p>What type of information is provided in a Zoning Compliance Letter?</p> <p>The Zoning Compliance Letter will contain the following information:</p> <ul style="list-style-type: none"> ▪ Current zoning and use (s) of the property (ies). ▪ A determination as to whether the current use is: <ol style="list-style-type: none"> 1. <i>Permitted</i> 2. <i>Illegal/non-permitted</i> 3. <i>Legal non-conforming</i> ▪ Compliance with the following City code standards: <ul style="list-style-type: none"> ✓ <i>Parking</i> ✓ <i>Setbacks</i> ✓ <i>Landscaping</i> ✓ <i>Lighting</i> ✓ <i>Signage</i> ▪ Current zoning code violations (if any)
<p>Submit to: City of Casa Grande Planning & Development Dept. 510 E. Florence Blvd. Casa Grande, AZ 85122</p>		
<p>For more information Contact: Keith Newman, City Planner Phone: 520-421-8630 Email: knewman@casagrandeaz.gov</p>	<p>The zoning verification letter is provided in a standard format approved by the City of Casa Grande.</p> <p>How do I obtain a Zoning Verification Letter?</p> <p>Complete the form above and submit with the required application fee of \$50 per parcel #.</p>	<p>The Zoning Compliance Letter is provided in a standard format approved by the City of Casa Grande. We will, however, accept supplemental letters providing information on the project that will allow staff to conduct a more extensive study.</p> <p>How do I obtain a Zoning Compliance Letter?</p> <p>Complete the form above and submit with the required application fee of \$150 per parcel #.</p>